

Wentworth Ski Race Club

Board of Directors Role Descriptions

President

The President provides overall leadership, governance, and strategic direction for the Wentworth Ski Race Club (WSRC). The President works collaboratively with Board members, coaches, volunteers, athletes, families, Ski Wentworth, and provincial sport organizations to ensure the club delivers exceptional athlete development opportunities in a safe, inclusive, and financially sustainable manner.

Key Responsibilities

- Provide leadership and strategic direction for the club.
 - Chair Board meetings, the Annual General Meeting, and special meetings as required.
 - Ensure the Board fulfills its governance responsibilities and complies with club bylaws and policies.
 - Facilitate effective decision-making and strategic planning.
 - Support and mentor Board members and committee leaders.
 - Act as the primary liaison with Ski Wentworth and key external stakeholders.
 - Represent the club with Ski Nova Scotia, Alpine Canada, sponsors, and community partners.
 - Promote a positive, athlete-centered culture throughout the organization.
 - Support succession planning and Board development.
 - Serve as the official spokesperson for the club when required.
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Past President

The Past President provides continuity, mentorship, and historical perspective to support effective governance and leadership transitions within the club.

Key Responsibilities

- Provide advice and guidance to the President and Board.
 - Support leadership succession and onboarding of new Board members.
 - Maintain organizational knowledge and historical context.
 - Assist with strategic planning initiatives.
 - Support committee work and special projects as requested.
 - Act as an ambassador for the club within the ski racing community.
 - Assist in maintaining strong relationships with key stakeholders and partners.
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Vice President

The Vice President supports the President in leading the organization and helps ensure the effective operation of the Board. The Vice President serves as Acting President when necessary and assists with strategic initiatives and organizational development.

Key Responsibilities

- Support the President in fulfilling leadership responsibilities.
 - Assume Presidential duties when the President is unavailable.
 - Assist with strategic planning and Board initiatives.
 - Coordinate committee activities as required.
 - Lead special projects identified by the Board.
 - Support governance and policy development.
 - Assist with Board recruitment and succession planning.
 - Foster collaboration among Board members, coaches, volunteers, and families.
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Secretary & Communications Director

The Secretary & Communications Director ensures effective governance through accurate record keeping while overseeing communications that inform, engage, and connect members, athletes, coaches, volunteers, and community partners.

Key Responsibilities

- Prepare meeting agendas in consultation with the President.
 - Record and distribute Board meeting minutes.
 - Maintain official club records and governance documents.
 - Track Board decisions, action items, and policy updates.
 - Manage Board correspondence and official communications.
 - Oversee website content and accuracy.
 - Coordinate member communications, newsletters, and announcements.
 - Manage club social media channels and communications strategy.
 - Promote registration, events, athlete achievements, and club initiatives.
 - Support consistent branding and messaging across all communication channels.
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Treasurer

The Treasurer provides financial oversight and stewardship for the club, ensuring responsible financial management and long-term sustainability in support of athlete development and organizational success.

Key Responsibilities

- Prepare and monitor the annual operating budget.
 - Maintain accurate financial records.
 - Manage banking, payments, and financial transactions.
 - Prepare and present financial reports to the Board.
 - Monitor revenues, expenses, and cash flow.
 - Ensure appropriate financial controls and accountability measures are in place.
 - Coordinate year-end financial reporting requirements.
 - Support grant applications and funding initiatives.
 - Advise the Board on financial risks and opportunities.
 - Ensure compliance with any financial reporting obligations.
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Registrar

The Registrar manages athlete registrations and membership records while ensuring a positive and efficient registration experience for athletes and families.

Key Responsibilities

- Administer annual registration processes.
 - Manage athlete and membership databases.
 - Coordinate registration timelines and deadlines.
 - Support families with registration inquiries.
 - Maintain accurate participant records.
 - Work with coaches and the Program Coordinator on roster management.
 - Ensure participant information is collected and stored securely.
 - Coordinate registration requirements with Ski Nova Scotia and other governing organizations.
 - Provide registration reports to the Board as required.
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Director of Equipment

The Director of Equipment ensures that training and competition equipment is safe, organized, properly maintained, and available to support athlete development and racing activities.

Key Responsibilities

- Maintain inventory records of all club equipment.
 - Coordinate equipment storage and organization.
 - Oversee maintenance and repair of equipment.
 - Coordinate equipment transportation and logistics.
 - Support coaches during training sessions, camps, and races.
 - Develop equipment replacement and purchasing recommendations.
 - Assist with annual equipment budgeting.
 - Manage equipment loans and tracking systems.
 - Ensure equipment meets safety expectations and operational requirements.
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Director of Officials

The Director of Officials leads the recruitment, development, certification, and coordination of race officials required to host successful and sanctioned alpine ski racing events.

Key Responsibilities

- Recruit race officials and event volunteers.
 - Promote official certification and training opportunities.
 - Maintain records of certified officials.
 - Coordinate official assignments for club-hosted races.
 - Liaise with Ski Nova Scotia and officials' committees.
 - Support race organizers in meeting sanctioning requirements.
 - Identify succession and development opportunities for officials.
 - Promote a culture of volunteer participation and engagement.
 - Ensure sufficient officiating resources are available for club events.
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Director of Fundraising & Partnerships

The Director of Fundraising & Partnerships develops fundraising opportunities, sponsorships, and community partnerships that support athlete development, club operations, and long-term sustainability.

Key Responsibilities

- Develop and implement annual fundraising plans.
 - Identify, recruit, and retain sponsors and partners.
 - Coordinate sponsorship agreements and benefits fulfillment.
 - Build relationships with local businesses and community organizations.
 - Lead fundraising committees and volunteer teams.
 - Support grant and funding opportunities.
 - Recognize sponsors and contributors appropriately.
 - Track fundraising performance and present updates to the Board.
 - Seek opportunities to enhance community awareness of the club.
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Director of Membership Development & Retention

The Director of Membership Development is responsible for supporting the growth, engagement, and retention of the Wentworth Ski Race Club membership. This role helps create a welcoming and connected club environment where athletes and families feel engaged both on and off the hill.

Key Responsibilities:

- Develop and support initiatives that attract new athletes and families to WSRC.
 - Help improve member retention and engagement throughout the season.
 - Act as a liaison between the Board and club membership, helping identify member needs, opportunities, and concerns.
 - Support the development of programs, activities, and initiatives that strengthen the overall member experience.
 - Welcome and help integrate new families into the club community.
 - Support communication and engagement initiatives that encourage participation beyond regular training and racing.
 - Support the planning, promotion, and execution of WSRC social events and activities that build community and strengthen relationships among athletes, families, coaches, and volunteers.
 - Support the planning and delivery of the club's marquee fundraising events and initiatives, working with the Director of Fundraising & Corporate Sponsorships and other Board members as required.
 - Encourage member and family participation in club events, volunteer opportunities, fundraising activities, and other initiatives.
 - Work collaboratively with other Board members to ensure membership development aligns with the club's overall strategic goals.
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Expectations of All Board Members

All Board Members are expected to:

- Act in the best interests of the Wentworth Ski Race Club.
- Attend Board meetings regularly and actively participate in discussions.
- Support the club's mission, values, and strategic goals.
- Maintain confidentiality when required.
- Adhere to applicable bylaws, policies, and codes of conduct.
- Demonstrate respectful, professional, and ethical behaviour.
- Promote a safe, inclusive, and athlete-centered environment.
- Support fundraising, volunteer engagement, and club events.
- Serve as positive ambassadors for the club and the sport of alpine ski racing.